

St Paul's

CATHOLIC SCHOOL

Ministerium Tuum Imple Love | Serve | Do the best that is possible

Recruitment Pack



A Message From Our Headteacher

Thank you for your interest in joining us at St Paul's. I know that the decision about whether to invest time in making an application for a post is a difficult one, especially if you do not know very much about the school. I will try, therefore, to give you something of the flavour of St Paul's and I hope you will apply to join us here.

St Paul's is a happy and increasingly successful school. Our highest priorities are the quality of teaching and learning at St Paul's and the care of the pupils here. Our focus, underpinned by our commitment to achieving academic excellence and exceptional pastoral care is on ensuring that students:

- **Take responsibility for their own learning through thinking hard.**
- **Take responsibility for their own behaviour by making good decisions.**

We have a clear sense of direction. We are currently working across all areas to develop the knowledge, skills and talents of pupils as learners, as well as exploring the personal qualities that we seek to develop in our pupils. We offer a broad and balanced curriculum and we have developed a 5 year curriculum from Year 7 to Year 11 to enable pupils to make excellent progress during this time. We are also developing the use of ICT in the learning process, both within the classroom and the use of the learning platform.

We all, including myself, know that we can always learn more about, and improve, our craft of teaching and our understanding of the learning process. We spend time as groups of professionals in departments and as a staff team, on training days working towards this. We are committed to the development of teachers through our work as a provider of Initial Teacher training through the Tommy Flowers SCITT. We have developed an extensive CPLD programme and most of the training at St Paul's is led by staff from within the school. We support each other and learn from each other. Our professional mentoring programme for staff helps us to reflect and improve, and the personal and professional development gained has helped many staff to move to promotions within St Paul's or elsewhere. You will be part of a friendly and committed group of people who have the interest of the pupils at heart. We try to increase the support to help you do your job and changes in recent years have seen an increase in administration support, a laptop loaned to each teacher, and the provision of offices for departments.

Relationships between staff and pupils are excellent and parents are very supportive of our work. This is the case because teachers are actively interested in the progress and care of pupils. They want pupils to do as well as they can, and most pupils respond positively to this interest. There is a mentoring system for all pupils through which challenging targets are set and help is given to achieve them. Our approach means that we can emphasise academic excellence and acknowledge effort. We also see each pupil as an individual and ensure that the most vulnerable are not lost in the system.

St Paul's is a Catholic school and some staff are Catholics. We welcome staff from all faiths. All staff are supportive of the way in which we work. I know that if you are not a Catholic you may be wary of applying! Please do not let this be a barrier. If you are committed to the care and success of pupils and working in a setting where the values of forgiveness, concern for others and respect for each person are important, then you share the core values of the staff at St Paul's. We benefit collectively from the generosity of spirit of all staff and most pupils here!

I look forward to receiving your application but if you would like to discuss any aspect of the school before you apply, please contact me.



Jo-Anne Hoarty Headteacher



St Paul's Community At A Glance



47.2%

Girls on roll



52.8%

Boys on roll

143

Teaching Staff



4.9%

Pupils with an EHCP



9.1%

Pupils with SEN support

210

Support Staff

Total number of
students on roll

1855

1474
Years 7 - 11

411
Sixth Form

What We Offer Staff

St Paul's is a great place to work, and you'll be amongst friendly and supportive colleagues. As well as work-based support, we offer a wide range of staff benefits.

Financial



- Auto enrolment to the local Government pension or Teacher Pension.
- Recognised Living Wage employer
- Recommend a Friend Scheme
- Incremental pay Progression for support Staff

Health & Wellbeing



- On-site 24 hr help Counsellor
- On site medical and 24 hr medical professionals
- Staff football, golf and fitness
- Menopause café
- Eye care voucher

Social



- Termly staff lunches
- Staff social events
- Staff committee

Other



- Temporary low rent accommodation available
- On site payroll
- 20 year service award voucher
- Free car parking

What It's Like To Work Here

We think St Paul's is a great place to work but don't just take our word for it. Here's what our staff have to say.

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“Working at St Paul's is the best decision I ever made. It's like one big family and whenever I have needed support it is offered in abundance! I am planning to spend my career here, it feels like home.”

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As a school our work is valued by colleagues and pupils. You feel you really make a difference to the lives of children in our care.”

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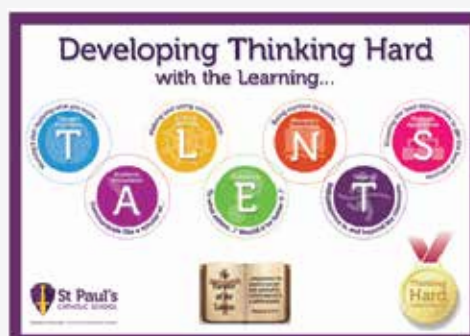
During my time at St Paul's I have worked in a variety of departments. This has given me the opportunity to enjoy lots of new experiences. I have met many people and found the staff at St Paul's to be friendly and supportive.”

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Working in St Paul's is a great place to follow my vocation to be a teacher. It's a special and supportive community which puts care and concern for others at its heart – whether as a pupil or member of staff.

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St Paul's offers a culture of trust, encouragement and collaborative working relationships.

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Safer Recruitment

St. Paul's Catholic School is committed to safeguarding and promoting the welfare of children and young people in our school. In order to meet this responsibility, our school follows a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

St. Paul's Catholic School requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent convictions, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment- this will depend upon the nature of the offence (s) and when they occurred.

Application

Complete the application form which can be found on our website www.st-pauls.org.uk, email enquiries@st-pauls.org.uk

Shortlisting

Candidates will be shortlisted in accordance with the requirements set out in the Person Specification and Job Description.

Shortlisted candidates will be contacted and advised on the interview programme requirements in advance.

We encourage candidates who may need adjustments to allow them to participate fully in the process to discuss these with us in advance.

Interview

Shortlisted candidates will take part in an interview process which will include tour of the school, meet the team / department and a formal interview (tasks, lesson observation and a student panel may also be included).

Any offer of employment will be conditional, subject to mandatory safeguarding checks (Enhanced DBS, right to work, fitness to work, satisfactory references etc).

How to Apply

For further details and an application form please visit the school website www.st-pauls.org.uk, email enquiries@st-pauls.org.uk or call 01908 669735

Working in Milton Keynes

Milton Keynes is a thriving and modern city and has frequently been cited in independent reports and surveys as being one of the top places to live and work in the UK.

There's a wide range of housing available and whether you're looking for urban living, a semi rural setting or village life, MK has something to cater for all your needs.

Nature is never far away with fantastic parks, lakes, ancient woodland, rivers and green spaces on your doorstep. The vibrant arts and culture scene includes an amazing regional theatre, the famous Stables music venue and a gallery bringing world class exhibitions and events to the city. There's a plethora of great leisure and retail choices and a flourishing independent food offer too.

MK is centrally located and has excellent public transport links. Fast trains can get you to central London in 30 minutes and Birmingham in under an hour, and the coachway is a gateway to many UK destinations. Our grid roads make it easy to get around the city and MK has convenient access to junctions 13 and 14 of the M1, as well as the A5. Luton, Stansted, Heathrow and Birmingham airports are within easy reach by car, coach or train.

How to find us

The school is located near central Milton Keynes and has on site car parking. A number of public service bus routes run along the grid roads near St Paul's and Central Milton Keynes railway station is approximately 1.3 miles from the school.

**St Paul's Catholic School, Phoenix Drive,
Leadenhall, Milton Keynes MK6 5EN**

Tel: 01908 669735

Email: enquiries@st-pauls.org.uk

Web: www.st-pauls.org.uk



Any questions?

If you have any questions about current or future vacancies or about applications please contact our Recruit Manager, Maddy Oliveri, at maddy.oliveri@st-pauls.org.uk